

STATE OF S.C. FORMS SPECIFICATION SHEET

The S.C. Government Printing Services Manual (1-1-98) shall be made part of all Printing Procurements by reference.

Vendor _____ Authorized Signature _____

☐ SEE ATTACHED SPECIFICATIONS.

AGENCY NAME SC Department Of Public Safety				DELIVERY DATE REQUIRED		INSIDE <input type="checkbox"/> DELIVERY		DATE COPY WILL BE READY FOR PICKUP BY CONTRACTOR											
QUANTITY ORDERED			NO. PARTS		FORM NUMBER		TITLE OR DESCRIPTION OF FORM AS IT IS TO APPEAR ON CTNS & SHIPPING PAPERS Statewide Warning Book												
<input type="checkbox"/> Continuous <input type="checkbox"/> Mailer <input checked="" type="checkbox"/> Snap Set <input type="checkbox"/> Other		COMPOSITION					SPECS		PROOFS		CARBON DUMMY		ARTWORK						
		New	Exact	Disk	Camera Ready	Changed	Rev	Exact	Yes	No	Yes	No	Screens	Reverses	Logos	Other			
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
P A R T	Overall Size Including Stub		Stub Size		Paper Specification			Carbon Size Overall Width For Continuous Forms Length From Stub Perf For Snapshots											
			Left	Right	Color	WT.	Kind	Ink Specifications			Copy		No. Of Extra Perfs	Marginal Words Or Designating Numbers	B C A R T W E E N O N				
	Top	Bottom	PRIM.	SEC				Back Printing	Front Copy As	Backer Copy As	H	V				P	Ink Color		
	WIDTH	LENGTH	<input checked="" type="checkbox"/>	<input type="checkbox"/>															
	1	4 1/4	7 7/8	5/8		Blue	15	Cb	Blk	Red	Blk	1					Driver Copy		
	2	4 1/4	7 7/8	5/8		White	15	CL	Blk	Red		2					Agency Copy	1 2	
	3																	2 3	
	4																	3 4	
	5																	4 5	
	6																	5 6	
7																	6 7		
8																	7 8		
9																	8 9		
10																	9 10		
Numbering		From: 6 Digits With Suffix			To:			No. Of Positions 1		Color Red		Guaranteed <input checked="" type="checkbox"/>		List Missing <input type="checkbox"/>		<input checked="" type="checkbox"/> Press <input type="checkbox"/> Crash		MICR Specifications <input type="checkbox"/> Static Only <input type="checkbox"/> Static & Consecutive	
Punching		position	No. Of Holes	Diameter	C To C	Edge Of Paper To Center Of Hole		Punch Parts		Press <input type="checkbox"/>		Drill <input type="checkbox"/>		Special Punching					
Continuous Forms		Marginal Punching		Marginal Perfs		Crimp		Glue		Forms Handling Equipment (Specify Name & Model No.)						Characters Per Inch (Across)		Lines Per Inch (Down)	
		Left	Right	Left	Right	Left	Right	Left	Right	Printer		Deleaver		Burster					
		Paper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
		Carbon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
Book Binding Or Padding		Stub		Type Of Cover		Covers Printed		Ink Color		Quantity		Packaging Specifications							
		Left	Right	<input checked="" type="checkbox"/> Triad	<input type="checkbox"/> Flyleaf	<input type="checkbox"/> Yes	<input type="checkbox"/> No			Book Or Pad 50		Packing <input type="checkbox"/> STD <input checked="" type="checkbox"/> SPL		QTY/PKG		QTY/CTN			
		Top	Bottom	<input type="checkbox"/> Wrap Around															
Agency Contact Lt. C S Watford								Phone Number (803) 737-8300											

☐ ALL COPY, PROOFS, ETC. MUST BE PICKED UP AND DELIVERED IN PERSON BY A CONTRACTOR REPRESENTATIVE WHO IS KNOWLEDGEABLE AND CAPABLE OF DISCUSSING THE CONTRACT.

SPECIAL INSTRUCTIONS:

Booking Is 175 lb Manila Stock
 Booking Has A 90 lb Chipboard V Flap On Back
 Top Flap is 4 1/4" long, Book are stapled, Glued

**STATEWIDE WARNING TICKETS
FORM 432**

GENERAL: Warning tickets are to be manufactured using top quality materials and workmanship throughout. Top perforated stub, staple bound, black print NCR paper, or equal. General dimensions are 4 1/8" x 7" with 5/8" top stub above perforation for binding with additional features as called for herein. To be printed in black and red inks. Printing is not to be sublet.

PAPER: Paper is to be black print NCR, or equal. Properly coated to ensure clear reproduction from copy to copy. Part #1 is to be blue 15 lb. stock, CB. Part #2 is to be white 15 lb. stock, CF.

SETS: Warning tickets are to be in duplicate with fifty (50) sets to each book.

REGISTERING: All sets are to be printed, bound, and trimmed so as to register perfectly from copy to copy.

NUMBERING: Warning tickets are to have a one (1) alphabetical suffix with six (6) numerical prefixes. All identifying numbers are to be press imprinted to ensure proper numbering within each warning set. There are to be absolutely no missing letters or numbers. Over printing to compensate for missing warning ticket sets will not be acceptable. Suffix will change each 104,000 sets and numbers will repeat. Numbering sequence will be as follows:

EXAMPLE ONLY

000001-A - 104,000-A

000001-B - 104,000-B

000001-C - 104,000-C

000001-D - 104,000-D

FRONT FLAP: Inside front flap is to be of one hundred (100) pound manila stock, detached size 4 1/4" x 3 11/16".

COVER: To have one hundred seventy-five (175) pound wrap around cover with v-flap and ninety (90) pound chipboard backing. Warning book is to have a "V" flap for insertion into warning book holder.

SAMPLE: A sample warning ticket book is on display in Patrol Supply, 1620 Shop Road, Columbia, SC, to show quality and workmanship.

Prospective bidders should view the sample as additional printing revisions will be required not contained in these specifications or previous books. Bidder must provide a sample for approval by Lt. C S Watford before production is started.

SPECIAL PROVISIONS

ON DELIVERY:

The order is to be shipped immediately upon completion of printing but in no case later than 60 days after bid is granted. The order is to be shipped to Capt. C S Watford, Patrol Supply Building, 1620 Shop Road, Columbia, S.C. 29201. All books are to be shipped F.O.B. destination.

PAYMENT:

Approval for payment to the printer will be made on shipment and receipt of the books in good condition and in accordance with the specifications herein. In the event books do not meet specifications or are damaged in shipment, the successful bidder will be responsible for cost of shipping and destruction of books.

PACKAGING:

Warning ticket books are to be packaged twenty (20) books per cellophane package, eighty (80) books per carton. All warning books within each carton are to be in numerical order with the same alphabetical prefix. Packages are to be clearly marked on the end of the carton with the opening and closing numbers of the books contained within the carton. Warning books are to be shipped in a cardboard carton of sufficient strength for shipping without breakage. Cardboard carton is to measure 9 1/4" wide, 8" high, and 15 1/2" long.

SHIPPING:

Warning books are to be shipped to

Capt. C S Watford,
1620 Shop Road,
Columbia, SC, 29201.

STATE OF S.C. FORMS SPECIFICATION SHEET

The S.C. Government Printing Services Manual (1-1-98) shall be made part of all Printing Procurements by reference.

Vendor _____ Authorized Signature _____

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AGENCY NAME SC Department Of Public Safety				DELIVERY DATE REQUIRED		<input type="checkbox"/> INSIDE <input type="checkbox"/> DELIVERY		DATE COPY WILL BE READY FOR PICKUP BY CONTRACTOR											
QUANTITY ORDERED		NO. PARTS		FORM NUMBER		TITLE OR DESCRIPTION OF FORM AS IT IS TO APPEAR ON CTNS & SHIPPING PAPERS Statewide Summons Cover													
<input type="checkbox"/> Continuous <input type="checkbox"/> Mailer <input type="checkbox"/> Snap Set <input type="checkbox"/> Other				COMPOSITION				SPECS		PROOFS		CARBON DUMMY		ARTWORK					
				New	Exact	Disk	Camera Ready	Changed	Rev	Exact	Yes	No	Yes	No	Screens	Reverses	Logos	Other	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
P A R T	Overall Size Including Stub		Stub Size		Paper Specification			Carbon Size Overall Width For Continuous Forms: Length From Stub Perf For Snapshots										B E T W E E N	
			Left <input type="checkbox"/>	Right <input type="checkbox"/>	Color	WT.	Kind	Ink Specifications		Copy		No. Of Extra Perfs		Marginal Words Or Designating Numbers					
	Top <input type="checkbox"/>	Bottom <input type="checkbox"/>	PRIM.	SEC				Back Printing	Front Copy As	Backer Copy As	H				V	P	Ink Color		
	WIDTH	LENGTH																	
1	4 1/4	9 1/2			Manila	175	Tag	Blk		Blk							1 2		
2																	2 3		
3																	3 4		
4																	4 5		
5																	5 6		
6																	6 7		
7																	7 8		
8																	8 9		
9																	9 10		
10																			
Numbering		From:			To:			No. Of Positions 1		Color		Guaranteed <input type="checkbox"/>		List Missing <input type="checkbox"/>		<input type="checkbox"/> Press <input type="checkbox"/> Crash MICR Specifications <input type="checkbox"/> Static Only <input type="checkbox"/> Static & Consecutive			
Punching		position	No. Of Holes	Diameter	C To C	Edge Of Paper To Center Of Hole		Punch Parts		Press <input type="checkbox"/>		Drill <input type="checkbox"/>		Special Punching					
Continuous Forms		Marginal Punching		Marginal Perfs		Crimp		Glue		Forms Handling Equipment (Specify Name & Model No.)						Characters Per Inch (Across)		Lines Per Inch (Down)	
		Left	Right	Left	Right	Left	Right	Left	Right										
		Paper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Printer		Deleaver		Burst				
		Carbon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>											
Book Binding Or Padding		Stub		Type Of Cover		Covers Printed		Ink Color		Quantity Book Or Pad		Packaging Specifications							
		Left <input type="checkbox"/>	Right <input type="checkbox"/>	Triad <input type="checkbox"/>	Flyleaf <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>					Packing <input type="checkbox"/> STD <input type="checkbox"/> SPL		QTY/PKG		QTY/CTN			
Agency Contact Sgt. C S Watford								Phone Number (803) 737-8300											

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SPECIAL INSTRUCTIONS:

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AGENCY NAME SC Department Of Public Safety				DELIVERY DATE REQUIRED		<input type="checkbox"/> INSIDE DELIVERY		DATE COPY WILL BE READY FOR PICKUP BY CONTRACTOR											
QUANTITY ORDERED		NO. PARTS 5		FORM NUMBER S438		TITLE OR DESCRIPTION OF FORM AS IT IS TO APPEAR ON CTNS & SHIPPING PAPERS Statewide Summons Book													
<input type="checkbox"/> Continuous <input type="checkbox"/> Mailer <input checked="" type="checkbox"/> Snap Set <input type="checkbox"/> Other		COMPOSITION					SPECS		PROOFS		CARBON DUMMY		ARTWORK						
		New	Exact	Disk	Camera Ready	Changed	Rev	Exact	Yes	No	Yes	No	Screens	Reverses	Logos	Other			
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
PART	Overall Size Including Stub		Stub Size		Paper Specification			Carbon Size Overall Width For Continuous Forms Length From Stub Perf For Snapshots											
			Left	Right				Ink Specifications					Copy						
								Face Printing					No. Of Extra Perfs						
			Top	Bottom	Color	WT.	Kind	PRIM.	SEC	Back Printing	Front Copy As	Backer Copy As	H	V	P	Marginal Words Or Designating Numbers		B C A T W R E E O N	
																Ink Color	Red		
1	4 1/4	7 7/8	5/8		Blue	15	CF	Blk	Red	Blk	1	1				VILOTOR'S COPY			
2	4 1/4	7 7/8	5/8		Canary	14	CFB	Blk	Red		2					DRIVER RECORDS COPY		1 2	
3	4 1/4	7 7/8	5/8		Green	14	CFB	Blk	Red		2					TRAIL OFFICER'S COPY		2 3	
4	4 1/4	7 7/8	5/8		White	14	CFB	Blk	Red		2					ENFORCEMENT RECORDS COPY		3 4	
5	4 1/4	7 7/8	5/8		Pink	15	CF	Blk	Red		2					AUDIT COPY		4 5	
6																		5 6	
7																		6 7	
8																		7 8	
9																		8 9	
10																		9 10	
Numbering		From: 5 Diget With Suffix			To:			No. Of Positions 1		Color Red		Guaranteed <input checked="" type="checkbox"/>		List Missing <input type="checkbox"/>		<input checked="" type="checkbox"/> Press <input type="checkbox"/> Crash		MICR Specifications <input type="checkbox"/> Static Only <input type="checkbox"/> Static & Consecutive	
Punching		position	No. Of Holes	Diameter	C To C	Edge Of Paper To Center Of Hole		Punch Parts		Press <input type="checkbox"/>		Drill <input type="checkbox"/>		Special Punching					
Continuous Forms		Marginal Punching		Marginal Perfs		Crimp		Glue		Forms Handling Equipment (Specify Name & Model No.)						Characters Per Inch (Across)		Lines Per Inch (Down)	
		Left	Right	Left	Right	Left	Right	Left	Right										
		Paper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Printer		Deleaver		Burster			
		Carbon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
Book Binding Or Padding		Stub		Type Of Cover		Covers Printed		Ink Color		Quantity		Packaging Specifications							
		<input type="checkbox"/> Left <input checked="" type="checkbox"/> Top	<input type="checkbox"/> Right <input type="checkbox"/> Bottom	<input type="checkbox"/> Triad <input type="checkbox"/> Wrap Around	<input checked="" type="checkbox"/> Flyleaf	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Black		Book Or Pad 50		<input type="checkbox"/> STD <input checked="" type="checkbox"/> SPL		QTY/PKG		QTY/CTN 40				
Agency Contact Sgt. C S Watford								Phone Number (803) 737-8300											

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SPECIAL INSTRUCTIONS: Books Are Stapled, Glued, And Taped

STATEWIDE SUMMONS BOOKS
FORM S-438

GENERAL: Summons books are to be manufactured using top quality materials and workmanship throughout. Top perforated stub, cloth bound black print NCR paper. General dimensions are 4 1/4" x 7 1/4" with 5/8" top stub above perforation for binding with additional features as called for herein. Printing is not to be sublet.

PAPER: Is to be black print NCR. Properly coated to insure clear reproduction from copy to copy. Summons number two, three and four are to be of 14 lb. stock. Copy number one and five are to be of 15 lb. stock. If any paper other than NCR is offered by a prospective bidder, a sample dummy is to be submitted prior to the bid opening.

SETS: Summons sets are to be in quintuplet with fifty (50) sets to each book.

REGISTERING: All summons sets are to be printed, bound, and trimmed so as register perfectly from copy to copy.

SUMMONS SETS SEQUENCE: Summons sets are to be in five parts and colors and identified as follows: (Red Marginal Words)

Copy No. 1 "Violators Copy" (Printing both sides) Blue

Copy No. 2 "Driver Records Copy" Canary

Copy No. 3 "Trial Officers Copy" Green

Copy No. 4 "Enforcement Records Copy" White

Copy No. 5 "Audit Copy" Pink

NUMBERING: Summons are to have a maximum of five (5) digit suffix with two alphabetical suffixes. (Example 010000 PT is not acceptable.) Proper numbering should be 10000 PT with all zeros preceding the first digit being dropped. All identifying numbers are to be press printed to insure proper numbering within each summons set. There is to be absolutely no missing letters or numbers. Over printing to compensate for missing summons sets will not be acceptable. Numbering sequence will be furnished the printer.

MARGINS: Summons ticket heading "State of South Carolina" is to be set up within 1/8" of top perforation. Left side of summons ticket should have 3/16" margin. Right side of summons ticket containing docket number is to have 1/4" margin. Bottom of summons ticket is to have 1/2" margin below the marginal words. The lower margin is to be absolutely free and clear of any smudges or other marks. This margin will receive microfilm reference numbers.

FRONT FLAP: Front flap with flyleaf cover is to be of one hundred seventy-five (175) pound Manila stock. Flap is to have printing on both sides and readable when the flap is opened. (Not inverted) The front cover goes around the stubs and is glued on the clipboard and stapled.

BACKING: Back cover is to be of 90 lb. chipboard stock. Covers are stapled and taped.

SUBMIT PROOF: The successful bidder is to submit a proof for approval prior to printing. Sample proof must include form colors and ink color or description of both sequences 1-5.

Copy No. 1 "Violators Copy" (Printing both sides) Blue
Copy No. 2 "Driver Records Copy" Canary
Copy No. 3 "Trial Officers Copy" Green
Copy No. 4 "Enforcement Records Copy" White
Copy No. 5 "Audit Copy" Pink

Submit sample proof within ten days to:

Capt. C S Watford
South Carolina Department of Public Safety
Highway Patrol Supply
1620 Shop Road
Columbia, S. C. 29201

SAMPLE:

A sample summons books is on display in the Patrol Supply Room to show quality and workmanship. Prospective bidders should view the sample.

**SPECIAL PROVISIONS
ON DELIVERY:**

The order is to be shipped immediately upon completion of printing but in no case no later than 60 days after bid is granted. The order is to be shipped to Capt. C S Watford, Patrol Supply, 1620 Shop Road, Columbia, S.C. 29201. All books are to be shipped F.O.B. destination.

PAYMENT:

Approval for payment to the printer will be made on shipment and receipt of the books in good condition and in accordance with the specifications herein. In the event books do not meet specifications or are damaged in shipment, the successful bidder will be responsible for cost of shipping and destruction of books.

**PACKAGING
PALLETIZING:**

Summons books are to be packaged 40 books to the box. Box size 8 1/2" high 8" wide, 17 3/4" long. Containers are to be clearly marked with the opening and closing numbers on the outside. All books within each carton are to be in numerical and alphabetical sequence. All summons books are to be palletized in numerical order for shipment. Pallets must have the warning "DO NOT DOUBLE STACK" to prevent damage by the freight carrier.

STORAGE:

All Summons Books are to be stored at Patrol Supply 1620 Shop Road, in a secured area, with access only by AUTHORIZED PERSONNEL. Summons books should be stored in a cool and dry area.

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QUANTITY ORDERED			NO. PARTS		FORM NUMBER		TITLE OR DESCRIPTION OF FORM AS IT IS TO APPEAR ON CTNS & SHIPPING PAPERS DPS Warning Book Cover										
<input type="checkbox"/> Continuous <input type="checkbox"/> Mailer <input type="checkbox"/> Snap Set <input type="checkbox"/> Other		COMPOSITION					SPECS		PROOFS		CARBON DUMMY		ARTWORK				
		New	Exact	Disk	Camera Ready	Changed	Rev	Exact	Yes	No	Yes	No	Screens	Reverses	Logos	Other	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PART	Overall Size Including Stub		Stub Size		Paper Specification			Carbon Size Overall Width For Continuous Forms Length From Stub Perf For Snapshots									
			Left	Right				Ink Specifications		Copy		No. Of Extra Perfs		Marginal Words Or Designating Numbers		B C E T R W B E O N	
	WIDTH	LENGTH	Top	Bottom	Color	WT.	Kind	PRIM.	SEC	Back Printing	Front Copy As	Backer Copy As	H	V	P		Ink Color
	1	4 1/4	7 7/8	5/8		Manila	175										Front
	2	4 1/4	15 3/4	5/8													
	3																
	4																
	5																
	6																
	7																
8																	
9																	
10																	
Numbering		From:		To:		No. Of Positions		Color		Guaranteed		List Missing		<input type="checkbox"/> Press <input type="checkbox"/> Crash		MICR Specifications <input type="checkbox"/> Static Only <input type="checkbox"/> Static & Consecutive	
Punching		position	No. Of Holes	Diameter	C To C	Edge Of Paper To Center Of Hole		Punch Parts		Press		Drill		Special Punching			
Continuous Forms		Marginal Punching		Marginal Perfs		Crimp		Glue		Forms Handling Equipment (Specify Name & Model No.)				Characters Per Inch (Across)		Lines Per Inch (Down)	
		Left	Right	Left	Right	Left	Right	Left	Right	Printer		Deleaver		Burstur			
		Paper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
		Carbon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
Book Binding Or Padding		Stub		Type Of Cover		Covers Printed		Ink Color		Quantity Book Or Pad		Packaging Specifications		QTY/PKG		QTY/CTN	
		Left	Right	<input checked="" type="checkbox"/> Triad	<input type="checkbox"/> Flyleaf	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No					<input type="checkbox"/> STD <input type="checkbox"/> SPL					
		Top	Bottom	<input type="checkbox"/> Wrap Around													
Agency Contact Lt. C S Watford								Phone Number (803) 737-8300									

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SPECIAL INSTRUCTIONS:

Booking Has A 90 lb Chipboard V Flap On Back

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QUANTITY ORDERED			NO. PARTS		FORM NUMBER		TITLE OR DESCRIPTION OF FORM AS IT IS TO APPEAR ON CTNS & SHIPPING PAPERS DPS Warning Book														
<input type="checkbox"/> Continuous <input type="checkbox"/> Mailer <input checked="" type="checkbox"/> Snap Set <input type="checkbox"/> Other				COMPOSITION					SPECS		PROOFS		CARBON DUMMY		ARTWORK						
				New	Exact	Disk	Camera Ready	Changed	Rev	Exact	Yes	No	Yes	No	Screens	Reverses	Logos	Other			
				<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
P A R T	Overall Size Including Stub		Stub Size		Paper Specification			Carbon Size Overall Width For Continuous Forms Length From Stub Perf For Snapshots													
			Left	Right				Ink Specifications					Copy					B C A R D W O R D S O N			
	Top	Bottom	Color	WT.	Kind	PRIM.	SEC	Back Printing	Front Copy As	Backer Copy As	No. Of Extra Perfs			Marginal Words Or Designating Numbers							
	WIDTH	LENGTH										H	V	P	Ink Color						
1	4 1/4	7 7/8	5/8		Blue	15	Cb	Blk	Red	Blk	1						Driver Copy				
2	4 1/4	7 7/8	5/8		White	15	CL	Blk	Red		2						Agency Copy	1 2			
3																		2 3			
4																		3 4			
5																		4 5			
6																		5 6			
7																		6 7			
8																		7 8			
9																		8 9			
10																		9 10			
Numbering		From: 6 Digits With Suffix			To:			No. Of Positions 1		Color Red		Guaranteed <input checked="" type="checkbox"/>		List Missing <input type="checkbox"/>		<input checked="" type="checkbox"/> Press <input type="checkbox"/> Crash		MICR Specifications <input type="checkbox"/> Static Only <input type="checkbox"/> Static & Consecutive			
Punching		position	No. Of Holes	Diameter	C To C	Edge Of Paper To Center Of Hole		Punch Parts		Press <input type="checkbox"/>		Drill <input type="checkbox"/>		Special Punching							
Continuous Forms		Marginal Punching			Marginal Perfs		Crimp		Glue		Forms Handling Equipment (Specify Name & Model No.)						Characters Per Inch (Across)		Lines Per Inch (Down)		
		Left	Right	Left	Right	Left	Right	Left	Right	Printer						Deleaver		Burster			
		Paper																			
Book Binding Or Padding		Stub		Type Of Cover		Covers Printed		Ink Color		Quantity Book Or Pad 50		Packaging Specifications						QTY/PKG		QTY/CTN	
		Left	Right	<input checked="" type="checkbox"/> Triad	<input type="checkbox"/> Flyleaf	<input type="checkbox"/> Yes	<input type="checkbox"/> No					<input type="checkbox"/> STD <input checked="" type="checkbox"/> SPL									
Agency Contact Lt. C S Watford										Phone Number (803) 737-8300											

☐ ALL COPY, PROOFS, ETC. MUST BE PICKED UP AND DELIVERED IN PERSON BY A CONTRACTOR REPRESENTATIVE WHO IS KNOWLEDGEABLE AND CAPABLE OF DISCUSSING THE CONTRACT.

SPECIAL INSTRUCTIONS:

Booking Is 175 lb Manila Stock
 Booking Has A 90 lb Chipboard V Flap On Back
 Top Flap is 4 1/4" long, Book are stapled, Glued

**DPS WARNING TICKETS
FORM 432**

- GENERAL:** Warning tickets are to be manufactured using top quality materials and workmanship throughout. Top perforated stub, staple bound, black print NCR paper, or equal. General dimensions are 4 1/8" x 7" with 5/8" top stub above perforation for binding with additional features as called for herein. To be printed in black and red inks. Printing is not to be sublet.
- PAPER:** Paper is to be black print NCR, or equal. Properly coated to ensure clear reproduction from copy to copy. Part #1 is to be blue 15 lb. stock, CB. Part #2 is to be white 15 lb. stock, CF.
- SETS:** Warning tickets are to be in duplicate with fifty (50) sets to each book.
- REGISTERING:** All sets are to be printed, bound, and trimmed so as to register perfectly from copy to copy.
- NUMBERING:** Warning tickets are to have one (2) alphabetical prefix with six (6) numerical suffixes. All identifying numbers are to be press imprinted to ensure proper numbering within each warning set. There are to be absolutely no missing letters or numbers. Over printing to compensate for missing warning ticket sets will not be acceptable. Suffix will change each 104,000 sets and numbers will repeat. Numbering sequence will be as follows:
- EXAMPLE ONLY
- DA-000001 - DA-104,000
- DB-000001 - DB-104,000
- DC-000001 - DC-104,000
- DE-000001 - DE-104,000
- FRONT FLAP:** Inside front flap is to be of one hundred (100) pound manila stock, detached size 4 1/4" x 3 11/16".
- COVER:** To have one hundred seventy-five (175) pound wrap around cover with v-flap and ninety (90) pound chipboard backing. Warning book is to have a "V" flap for insertion into warning book holder.
- SAMPLE:** A sample warning ticket book is on display in Patrol Supply, 1620 Shop Road, Columbia, SC, to show quality and workmanship. Prospective bidders should view the sample as additional printing revisions will be required not contained in these specifications or previous books. Bidder must provide a sample for approval by Capt. C S Watford before production is started.
- SPECIAL PROVISIONS
ON DELIVERY:**

The order is to be shipped immediately upon completion of printing but in no case later than 60 days after bid is granted. The order is to be shipped to Capt. C S Watford, Patrol Supply, 1620 Shop Road, Columbia, S.C. 29201. All books are to be shipped F.O.B. destination.

PAYMENT:

Approval for payment to the printer will be made on shipment and receipt of the books in good condition and in accordance with the specifications herein. In the event books do not meet specifications or are damaged in shipment, the successful bidder will be responsible for cost of shipping and destruction of books.

PACKAGING:

Warning ticket books are to be packaged twenty (20) books per cellophane package, eighty (80) books per carton. All warning books within each carton are to be in numerical order with the same alphabetical prefix. Packages are to be clearly marked on the end of the carton with the opening and closing numbers of the books contained within the carton. Warning books are to be shipped in a cardboard carton of sufficient strength for shipping without breakage. Cardboard carton is to measure 9 1/4" wide, 8" high, and 15 1/2" long.

SHIPPING:

Warning books are to be shipped to

Capt. C S Watford,
1620 Shop Road,
Columbia, SC, 29201.

STATE OF S.C. FORMS SPECIFICATION SHEET

The S.C. Government Printing Services Manual (1-1-98) shall be made part of all Printing Procurements by reference.

Vendor _____ Authorized Signature _____

☐ SEE ATTACHED SPECIFICATIONS.

AGENCY NAME SC Department Of Public Safety				DELIVERY DATE REQUIRED		INSIDE <input type="checkbox"/> DELIVERY		DATE COPY WILL BE READY FOR PICKUP BY CONTRACTOR											
QUANTITY ORDERED			NO. PARTS		FORM NUMBER		TITLE OR DESCRIPTION OF FORM AS IT IS TO APPEAR ON CTNS & SHIPPING PAPERS DPS Summons Cover												
<input type="checkbox"/> Continuous <input type="checkbox"/> Mailer <input type="checkbox"/> Snap Set <input type="checkbox"/> Other				COMPOSITION				SPECS		PROOFS		CARBON DUMMY		ARTWORK					
				New	Exact	Disk	Camera Ready	Changed	Rev	Exact	Yes	No	Yes	No	Screens	Reverses	Logos	Other	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
P A R T	Overall Size Including Stub		Stub Size		Paper Specification			Carbon Size Overall Width For Continuous Forms Length From Stub Perf For Snapshots										8 C E T W B O E N	
			Left	Right	Color	WT.	Kind	Ink Specifications		Copy		No. Of Extra Perfs		Marginal Words Or Designating Numbers					
	Top	Bottom	PRIM.	SEC				Back Printing	Front Copy As	Backer Copy As	H	V	P						
	WIDTH	LENGTH																	
	1	4 1/4	9 1/2			Manila	175	Tag	Blk		Blk								
2																			
3																			
4																			
5																			
6																			
7																			
8																			
9																			
10																			
Numbering		From:			To:			No. Of Positions 1		Color		Guaranteed <input type="checkbox"/>		List Missing <input type="checkbox"/>		<input type="checkbox"/> Press <input type="checkbox"/> Crash MICR Specifications <input type="checkbox"/> Static Only <input type="checkbox"/> Static & Consecutive			
Punching		position	No. Of Holes	Diameter	C To C	Edge Of Paper To Center Of Hole		Punch Parts		Press <input type="checkbox"/>		Drill <input type="checkbox"/>		Special Punching					
Continuous Forms		Marginal Punching		Marginal Perfs		Crimp		Glue		Forms Handling Equipment (Specify Name & Model No.)						Characters Per Inch (Across)		Lines Per Inch (Down)	
		Left	Right	Left	Right	Left	Right	Left	Right										
		Paper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Printer	Deleaver		Burster				
		Carbon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
Book Binding Or Padding		Stub		Type Of Cover		Covers Printed		Ink Color		Quantity Book Or Pad		Packaging Specifications		QTY/CTN					
		Left	Right	Triad	Flyleaf	Yes	No					STD <input type="checkbox"/>	SPL <input type="checkbox"/>						
		Top	Bottom	Wrap Around															
Agency Contact Sgt. C S Watford								Phone Number (803) 737-8300											

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SPECIAL INSTRUCTIONS:

STATE OF S.C. FORMS SPECIFICATION SHEET

The S.C. Government Printing Services Manual (1-1-98) shall be made part of all Printing Procurements by reference.

Vendor _____ Authorized Signature _____

☐ SEE ATTACHED SPECIFICATIONS.

AGENCY NAME SC Department Of Public Safety				DELIVERY DATE REQUIRED		<input type="checkbox"/> INSIDE <input type="checkbox"/> DELIVERY		DATE COPY WILL BE READY FOR PICKUP BY CONTRACTOR											
QUANTITY ORDERED		NO. PARTS 5		FORM NUMBER 438		TITLE OR DESCRIPTION OF FORM AS IT IS TO APPEAR ON CTNS & SHIPPING PAPERS DPS Summons Book													
<input type="checkbox"/> Continuous <input type="checkbox"/> Mailer <input checked="" type="checkbox"/> Snap Set <input type="checkbox"/> Other		COMPOSITION				SPECS		PROOFS		CARBON DUMMY		ARTWORK							
		New	Exact	Disk	Camera Ready	Changed	Rev	Exact	Yes	No	Yes	No	Screens	Reverses	Logos	Other			
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
PART	Overall Size Including Stub		Stub Size		Paper Specification			Carbon Size Overall Width For Continuous Forms. Length From Stub Perf. For Snapshots											
			Left	Right	Color	WT.	Kind	Ink Specifications			Copy		No. Of Extra Perfs	Marginal Words Or Designating Numbers		B C E T W R E E N			
	Top	Bottom	PRIM.	SEC				Back Printing	Front Copy As	Backer Copy As									
	WIDTH	LENGTH	<input checked="" type="checkbox"/>	<input type="checkbox"/>															
	1	4 1/4	7 7/8	5/8		Blue	15	CF	Blk	Red	Blk	1	1					VIOTOR'S COPY	
2	4 1/4	7 7/8	5/8		Canary	14	CFB	Blk	Red		2						DRIVER RECORDS COPY	1 2	
3	4 1/4	7 7/8	5/8		Green	14	CFB	Blk	Red		2					TRAIL OFFICER'S COPY	2 3		
4	4 1/4	7 7/8	5/8		White	14	CFB	Blk	Red		2					ENFORCEMENT RECORDS COPY	3 4		
5	4 1/4	7 7/8	5/8		Pink	15	CF	Blk	Red		2					AUDIT COPY	4 5		
6																	5 6		
7																	6 7		
8																	7 8		
9																	8 9		
10																	9 10		
Numbering		From: 6 Diget With Prefix			To:			No. Of Positions 1		Color Red		Guaranteed <input checked="" type="checkbox"/>		List Missing <input type="checkbox"/>		<input checked="" type="checkbox"/> Press <input type="checkbox"/> Crash		MICR Specifications <input type="checkbox"/> Static Only <input type="checkbox"/> Static & Consecutive	
Punching		position	No. Of Holes	Diameter	C To C	Edge Of Paper To Center Of Hole		Punch Parts	Press <input type="checkbox"/>	Drill <input type="checkbox"/>	Special Punching								
Continuous Forms		Marginal Punching		Marginal Perfs		Crimp		Glue		Forms Handling Equipment (Specify Name & Model No.)						Characters Per Inch (Across)		Lines Per Inch (Down)	
		Left	Right	Left	Right	Left	Right	Left	Right	Printer						Deleaver		Burster	
		Paper																	
Book Binding Or Padding		Stub		Type Of Cover		Covers Printed		Ink Color		Quantity		Packaging Specifications							
		Left	Right	Triad	<input checked="" type="checkbox"/> Flyleaf	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Black		Book Or Pad 50		Packing <input type="checkbox"/> STD <input checked="" type="checkbox"/> SPL		QTY/PKG		QTY/CTN 40			
Agency Contact Lt. C S Watford								Phone Number (803) 737-8300											

☐ ALL COPY, PROOFS, ETC. MUST BE PICKED UP AND DELIVERED IN PERSON BY A CONTRACTOR REPRESENTATIVE WHO IS KNOWLEDGEABLE AND CAPABLE OF DISCUSSING THE CONTRACT.

SPECIAL INSTRUCTIONS: Books Are Stapled, Glued, And Taped
 Booking Is 175 lb Manila Stock
 Booking Has A 90 lb Chipboard V Flap On Back

DEPARTMENT OF PUBLIC SAFETY SUMMONS BOOKS
FORM 438

GENERAL: Summons books are to be manufactured using top quality materials and workmanship throughout. Top perforated stub, black print NCR paper. General dimensions are 4 1/4" x 7 1/4" with 5/8" top stub above perforation for binding with additional features as called for herein. Printing is not to be sublet.

PAPER: Is to be regular black print NCR paper. To be properly coated to insure clear reproduction from copy to copy. Summons number two, three and four are to be of 14 lb. stock. Copy number one and five are to be of 15 lb. stock. If any paper other than NCR is offered by a prospective bidder, a sample dummy is to be submitted prior to the bid opening.

SETS: Summons sets are to be in quintuplet with fifty (50) sets to each book.

REGISTERING: All summons sets are to be printed, bound, and trimmed so as register perfectly from copy to copy.

**SUMMONS SETS
SEQUENCE:**

Summons sets are to be in five parts and colors and identified as follows. Wording shown below in quotes is to be shown on each copy at the location shown in the specifications. (Red Marginal Words)

Copy No. 1	"Violators Copy"	Blue
15 lb. paper stock	(Printing both sides)	

Copy No. 2	"Driver Records Copy"	Canary
14 lb. paper stock		

Copy No. 3	"Trial Officers Copy"	Green
14 lb. paper stock		

Copy No. 4	"Enforcement Records Copy"	White
14 lb. paper stock		

Copy No. 5	"Audit Copy"	Pink
15 lb. paper stock		

NUMBERING: Summons are to have one (1) alphabetical prefix and six (6) numerals. All identifying numbers are to be press printed to insure proper numbering within each summons set. There is to be no (absolutely no) missing letters or numbers. Over

printing to compensate for missing summons sets will not be acceptable. Numbering sequence will be furnished to the printer.

MARGINS:

Summons ticket heading "South Carolina Department of Public Safety" is to be set up within 1/8" of top perforation. Left side of summons ticket should have 3/16" margin. Right side of summons ticket containing docket number is to have 1/4" margin. Bottom of summons ticket is to have 1/2" margin below the marginal words. The lower margin is to be absolutely free and clear of any smudges or other marks. This margin will receive microfilm reference numbers.

SUMMONS

NUMBER

PLACEMENT:

Summons numbers and alphabetical letters are to be 1/4" high and must be placed wholly within the notch provided on the lower right side of the summons. In no case is the number to extend below an extension of the lowest horizontal line on the left side of the summons.

CUTTING &

TRIMMING:

All cutting and trimming is to be clean and to proper dimensions. Cutting is to be performed to prevent rollers, holders or clamps from activating the NCR paper and marring or smudging the margins or forms within the summons book.

FRONT FLAP:

Front flap is to be of one hundred seventy-five (175) pound Manila stock. Flap is to have printing (Offense Codes) on the inside and readable when the flap is opened. (Not inverted). The front cover goes around the stubs and glued on the clipboard and stapled.

BACKING:

Back cover is to be of 90 lb. chipboard stock with additional "V" flap for insertion into summons book holder. Covers are stapled and taped.

SUBMIT PROOF: The successful bidder is to submit a proof for approval prior to printing. The sample proof must include form colors and ink color or description of both for sequence 1-5.

Copy No. 1 "Violators Copy"	Blue
15 lb. paper stock	(Printing both sides)
Copy No. 2 "Driver Records Copy"	Canary
14 lb. paper stock	
Copy No. 3 "Trial Officers Copy"	Green
14 lb. paper stock	
Copy No. 4 "Enforcement Records Copy"	White
14 lb. paper stock	
Copy No. 5 "Audit Copy"	Pink
15 lb. paper stock	

Submit sample proof within ten days to:

Capt. C S Watford
Patrol Supply
South Carolina Highway Patrol
1620 Shop Road
Columbia, S. C. 29201

SAMPLE: A sample summons books is on display in the Patrol Supply Office to show quality and workmanship. Prospective bidders should view the sample.

**SPECIAL PROVISIONS
ON DELIVERY:**

The books ordered are to be shipped immediately upon completion of printing but in no case no later than 60 days after bid is granted. The order is to be shipped to Capt. C S Watford, Patrol Supply, 1620 Shop Road, Columbia, S.C. 29201. All books are to be shipped F.O.B. destination.

PAYMENT: Approval for payment to the printer will be made on shipment and receipt of the books in good condition and in accordance with the specifications herein. In the event books do not meet specifications or are damaged in shipment, the successful bidder will be responsible for cost of shipping and destruction of books.

**PACKAGING
PALLETIZING:**

Summons books are to be packaged 40 books to the box. Box size 8 1/2" high, 8" wide, 17 3/4" long. All books within each carton are to be in numerical and alphabetical sequence. Containers are to be clearly marked with the opening and closing numbers on the outside. All summons books are to be palletized in numerical order for shipment. Pallets must have the warning "DO NOT DOUBLE STACK" to prevent damage by the freight carrier.

STORAGE:

All Summons Books are to be stored at Patrol Supply 1620 Shop Road, in a secured area, with access only by AUTHORIZED PERSONNEL. Summons books should be stored in a cool and dry area.